SECTION IX:

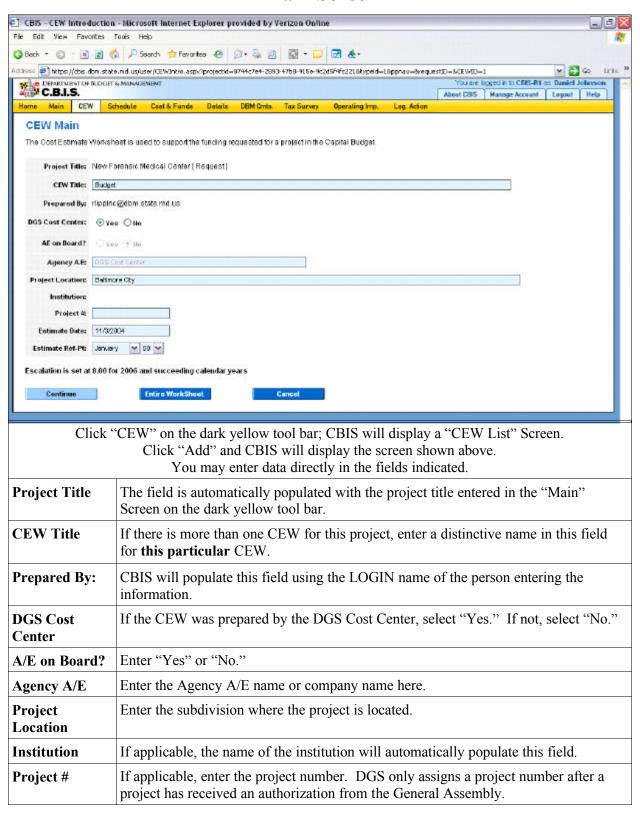
INSTRUCTIONS FOR

COMPLETING A

COST ESTIMATE WORKSHEET

(CEW)

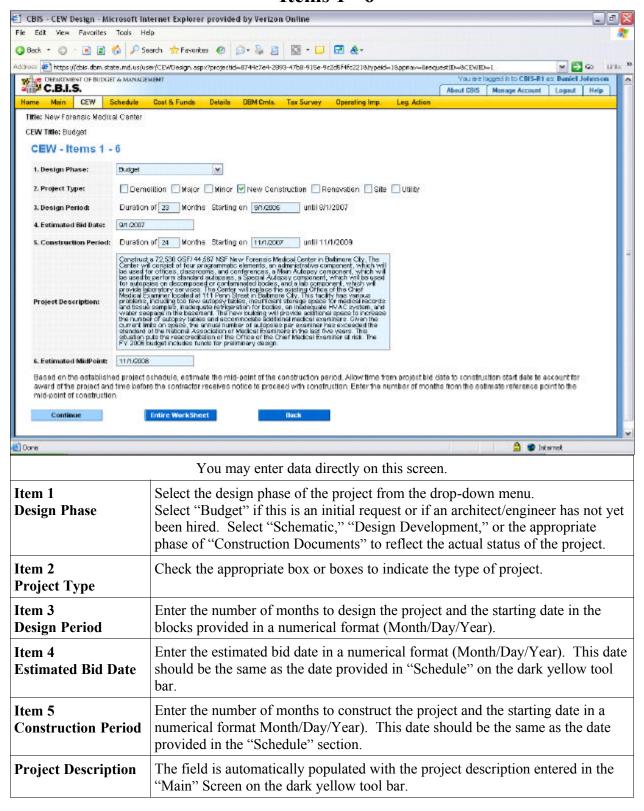
Cost Estimate Worksheet Main Screen



Cost Estimate Worksheet Main Screen (Continued)

Estimate Date	Enter the date the CEW information was entered into CBIS.
Estimate Reference Point	Enter the Estimate Reference Point. It is the date on the source which was used to prepare the cost estimates. For example, if Means Construction Cost Data 2005 was used to estimate the costs of the project, the estimate reference point would be January 2005. Click "Continue." CBIS will display "CEW Items 1 - 6."

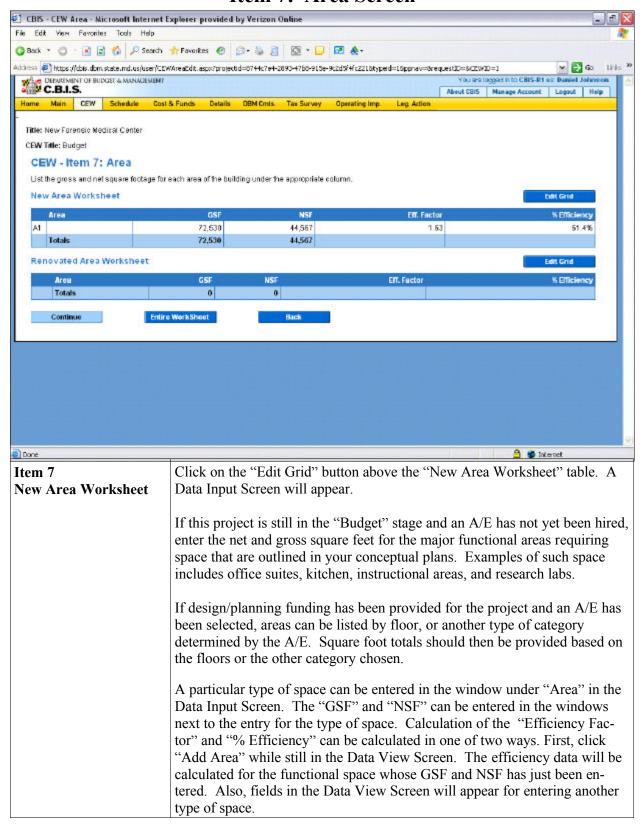
Cost Estimate Worksheet Items 1 - 6



Cost Estimate Worksheet Items 1 - 6 (Continued)

Item 6 Estimated MidPoint	Based on the established project schedule, estimate the mid-point of the construction period. Allow time from project bid date to construction start date to account for award of the project and time before the contractor receives notice to proceed with construction.
	Click "Continue." CBIS will display Item 7.

Cost Estimate Worksheet Item 7: Area Screen



Cost Estimate Worksheet Item 7: Area Screen (Continued)

Item 7 New Area Worksheet (Continued)

Second, after entering the type of functional space and its GSF/NSF, click "Save" and the efficiency data will be calculated and the Data View Screen for "CEW - Item 7: Area" will appear. You can then review the information that you have entered.

In contrast to the above description, there is also an alternative method for entering data. If you only know the net square feet and efficiency factor for each type of space, then enter this data and click on "CALC. GSF." CBIS will calculate the GSF. You will remain in the Data Input Screen and can continue to enter additional area data by repeating the process described at the beginning of this paragraph. After all entries have been completed, click "Save" and you will return to the Data View Screen and you should see all of the information that you have just entered. If you need to revise an entry, click "Edit Grid" and overtype or delete the entry.

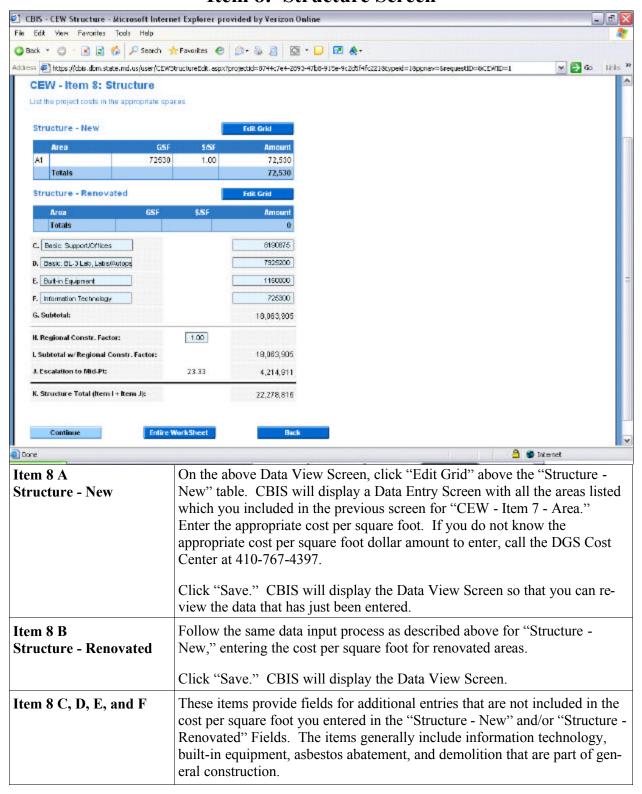
Notes:

- 1. To edit data already entered in the "New Area Worksheet," click "Edit Grid" on the Data View Screen. Place the cursor in the data field that you want to change and either overtype the existing entry or backspace to delete the existing entry. Then enter the new data and click "Save" to retain the changes. The Data View Screen will appear so that you can review the changes.
- 2. To delete data already entered in the "New Area Worksheet," click "Edit Grid" on the Data View Screen. Click the "Delete" option and then click "Save." If you do not click "Save," the "Delete" command will not save the deletion. It should also be noted that the "Delete" command is only available for the last "Area" entered in the "New Area Worksheet."
- 3. Efficiency factors should be consistent with instructions in the DGS Procedures Manual. However, for out year estimating, use the minimum efficiency factor in the range provided by DGS.

Item 7 Renovated Area Worksheet

In order to enter data for "Renovated Areas" follow the same data input process as described above for "New Area Worksheet." When you are finished, click "Save" and CBIS will display the Data View Screen. Then click "Continue," and CBIS will display "Item 8 - Structure."

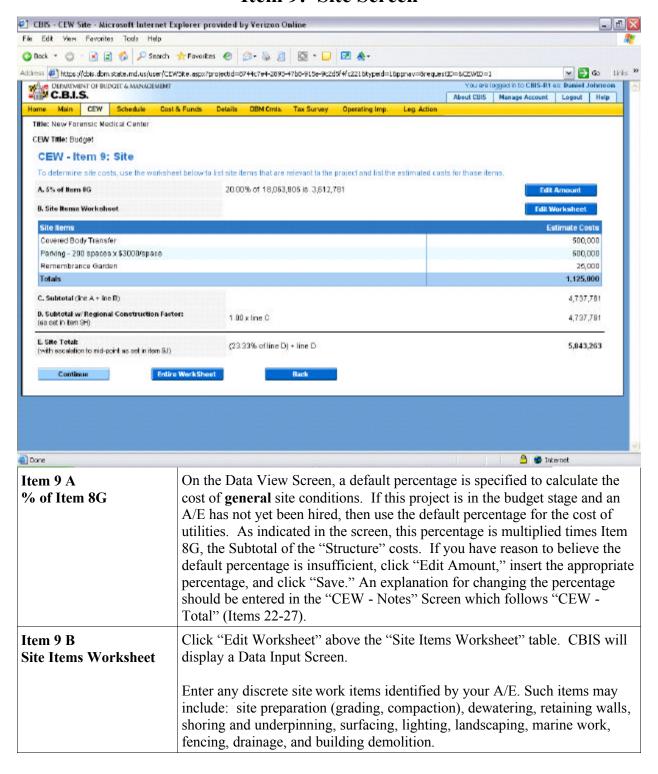
Cost Estimate Worksheet Item 8: Structure Screen



Cost Estimate Worksheet Item 8: Structure Screen (Continued)

Items 8 C, D, E, and F (Continued)	Itemize and list these and similar items directly into fields 8C, 8D, 8E, and 8F. Entry of these items can be done directly on the above screen or when you have clicked "Edit Grid" and gotten a Data View Screen.	
Item 8 G	This field is calculated by CBIS based on the data entered in 8A through 8 F.	
Item 8 H	If an A/E has not been retained, enter the regional construction factor for the jurisdiction in which the project is located. This factor accounts for variations in the wage rates established by the Department of Labor, Licensing and Regulation as applicable to the 24 subdivisions in Maryland. After an A/E has been retained, estimates should be based on market conditions and industry forecasts. A regional construction factor of 1.0 should then be entered. The regional construction factor used for budget estimates is updated yearly. It is provided as part of the Notes on the Preparation of Capital Budget Requests that are included in the material that accompanies the annual capital budget request letter from the Office of Capital Budgeting. If needed, contact the DGS Cost Center for the latest regional construction factors.	
Item 8 I, J, and K	CBIS calculates these fields based on information previously entered. Click "Continue" and CBIS will display "Item 9: Site."	

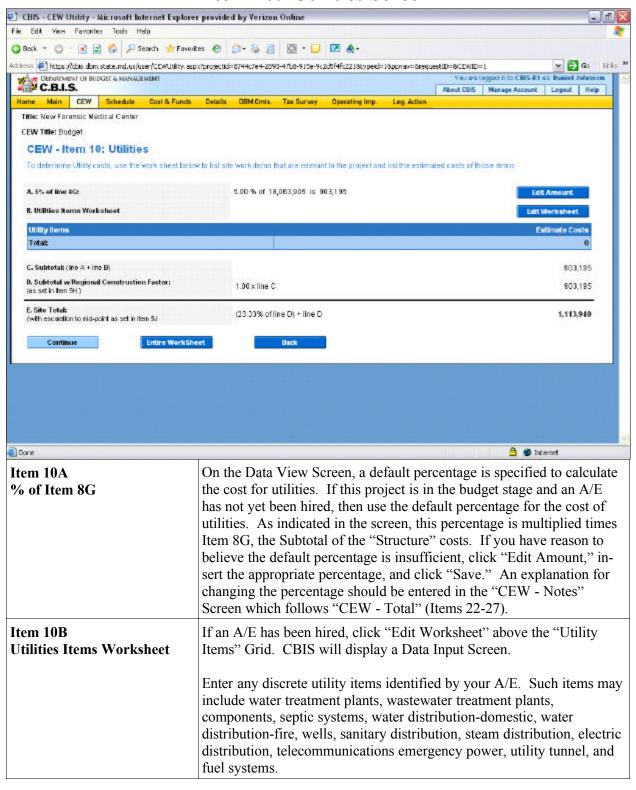
Cost Estimate Worksheet Item 9: Site Screen



Cost Estimate Worksheet Item 9: Site Screen (Continued)

Item 9 B Site Items Worksheet (Continued)	Information for each particular kind of site improvement can be entered in the windows under "Site Items" on the Data Input Screen. In addition enter the "Estimate Cost" data for the particular item. If you want to add another site item after making the first entry, click "Add New" to make the entry. Repeat this process for all other entries. After they have been entered, click "Save" and you will return to the Data View Screen and you should see this information. If you need to revise an entry, click "Edit Worksheet" and overtype or delete the entry.
Item 9 C, D, and E Subtotals and Total	These are calculated fields. No entry is required. Note: In the screen shot, the parenthesis under items 9D and 9E erroneously refers to Items 9H and 9J in the CEW screen shot above. The correct references are 8H and 8J in the CEW. Click "Continue." CBIS will display Item 10: Utilities.

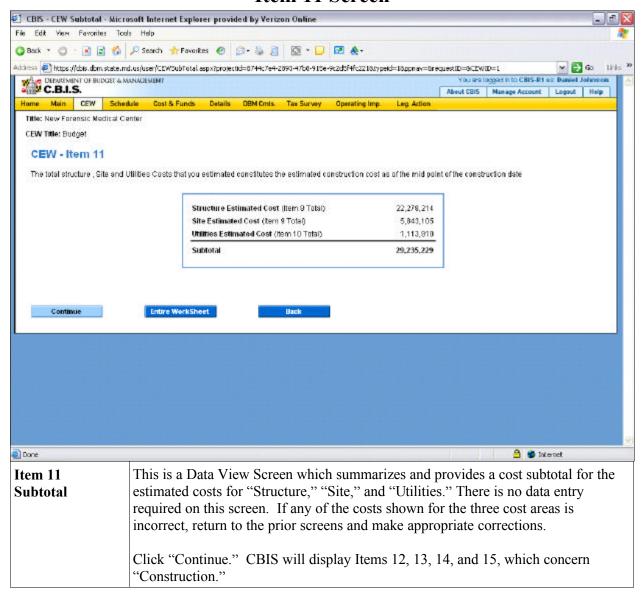
Cost Estimate Worksheet Item 10: Utilities Screen



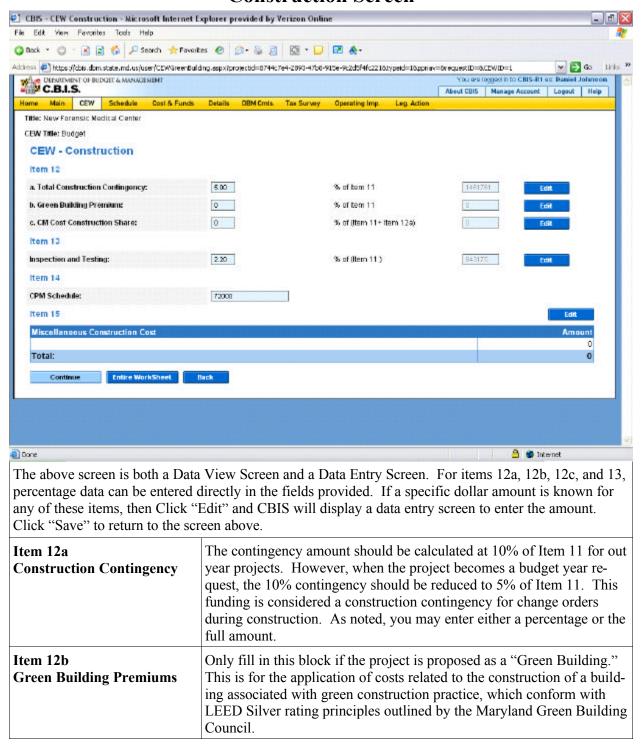
Cost Estimate Worksheet Item 10: Utilities Screen (Continued)

Item 10 B Utilities Items Worksheet (Continued)	Information for each particular kind of utility item, can be entered in the fields under "Utility Items" on the Data Input Screen. In addition enter the "Estimate Cost" data for the particular item. If you
	want to add another utility item after making the first entry, click "Add New" to make the entry. Repeat this process for all other entries. After they have been entered, click "Save" and you will return to the Data View Screen and you should see this information. If you need to revise an entry, click "Edit Worksheet" and overtype or delete the entry.
Items 10 C, D, and E Subtotals and Total	These are calculated fields. No entry is required. Note: In the above screen shot, the parenthesis under items 10D and 10E erroneously refers to Items 9H and 9J in the CEW screen shot above. The correct references are 8H and 8J in the CEW. Click "Continue." CBIS will display Item 11.

Cost Estimate Worksheet Item 11 Screen



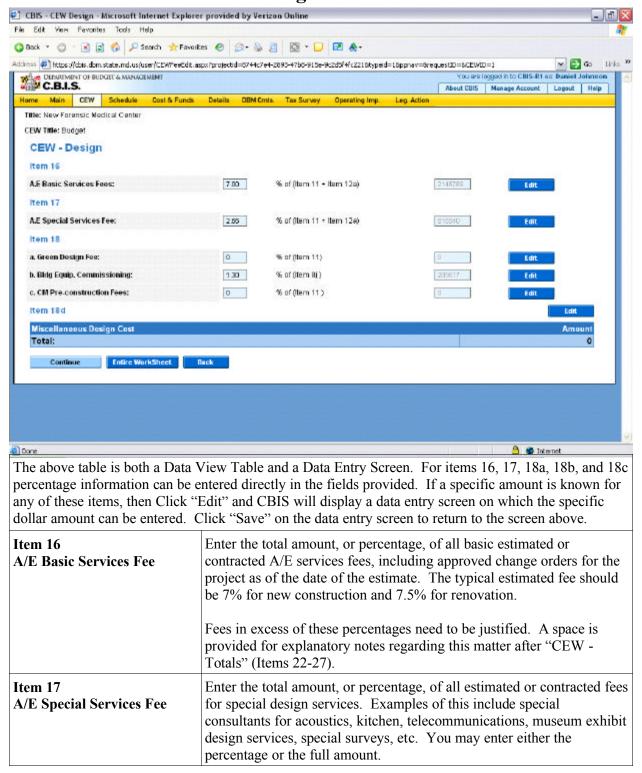
Cost Estimate Worksheet Construction Screen



Cost Estimate Worksheet Construction Screen (Continued)

Item 12b Green Building Premiums (Continued)	You may directly enter either the percentage Construction" or click "Edit" and enter the mated or contracted fee for green building cestimated fee should be approximately 2.5% construction cost.	total amount of the esti- construction. The typical
Item 12c CM Cost Construction Share	Enter a cost for construction management. Use \$10,000 plus .001 of Item 11 (i.e. subtotal for estimated costs of Structure, Site, and Utilities). This item should only be filled in by Higher Education agencies; other agencies should leave this item blank.	
Item 13 Inspection and Testing	Enter a percentage or an amount for construction based upon the estimated construction cost. applied against the sum of Item 11 and Item Expected Construction Cost 0 - 4,000,000 4,000,000 - 9,000,000	Shown below are rates
	9,000,000 and greater	2.2% (0.022)
Item 14 CPM Schedule	Enter a cost for critical path scheduling. Us 11 or estimate an allowance. Higher Educathis item blank.	
Item 15 Miscellaneous Construction Costs	Click on the "Edit" button and a Data Entry Enter any miscellaneous costs and include should be construction related (e.g. separate contracts, utility connection fees, etc.). Click "Add" to include additional items and "Amount.". Clicking "Save" will save the to the Data View Screen. Click "Continue." CBIS will display Items 18d.	a reference. These costs e related construction d their respective added items and return you

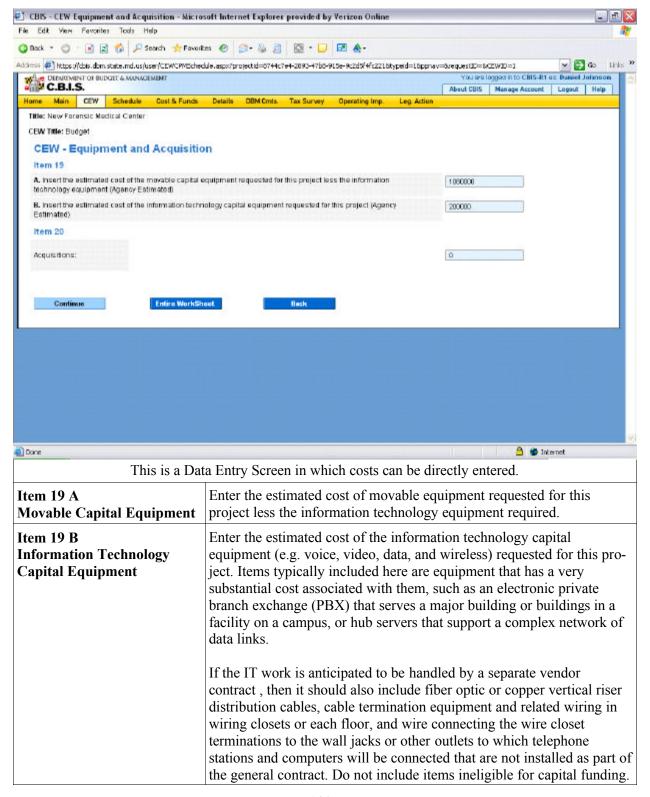
Cost Estimate Worksheet Design Screen



Cost Estimate Worksheet Design Screen (Continued)

Item 18a Green Design Fee	Only fill in this block if the project is proposed as a "Green Building." This is for the application of costs related to the design of a building associated with green construction practice, which conform with LEED Silver rating principles outlined by the Maryland Green Building Council. Enter the total amount, or percentage, of the estimated or contracted fee for green sustainable design practice. The estimated fee should be approximately 1% to 2% of the estimated construction cost (Item 11)
	above). This percentage may be increased or decreased based on specific information and/or applications identified by the cost estimator preparer.
Item 18b Building Equipment, Commissioning	Enter a percentage or the amount for commissioning the building. This applies only to buildings with complex mechanical and electrical systems that require specific adjustments, testing, and the training of personnel to operate. The amount should be computed as 1.5% of the cost of the Structure (Item 8J).
Item 18c CM Pre-construction Fees	Enter a percentage or the amount for construction management. The amount should be computed based on the sum of 0.5% of the estimated construction cost (Item 11) and the construction contingency (Item 12a). As in Item 12c, this item only applies to Higher Education agencies.
Item 18d Miscellaneous Design Costs	Click on the "Edit" button and a Data Entry Screen will appear. Enter any miscellaneous costs for design and include a reference. These costs should be design related, (e.g. value engineering, boundary and archaeological surveys, borings, test pits, etc). Click "Add" to enter additional items. Clicking "Save" will save the added items and return you to the Data View Screen. Click "Continue." CBIS will display Items 19 and 20.

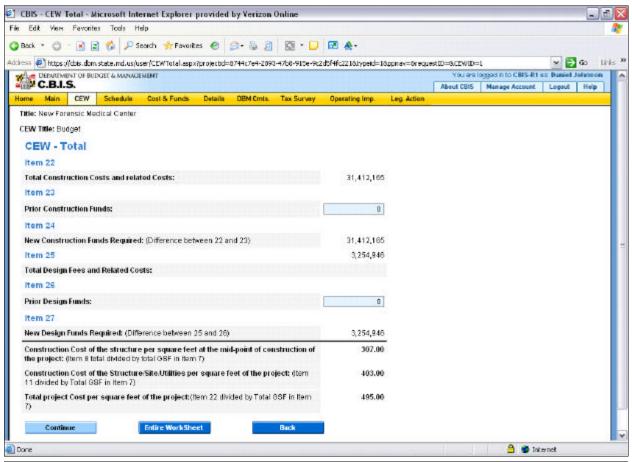
Cost Estimate Worksheet Equipment and Acquisition Screen



Cost Estimate Worksheet Equipment and Acquisition Screen (Continued)

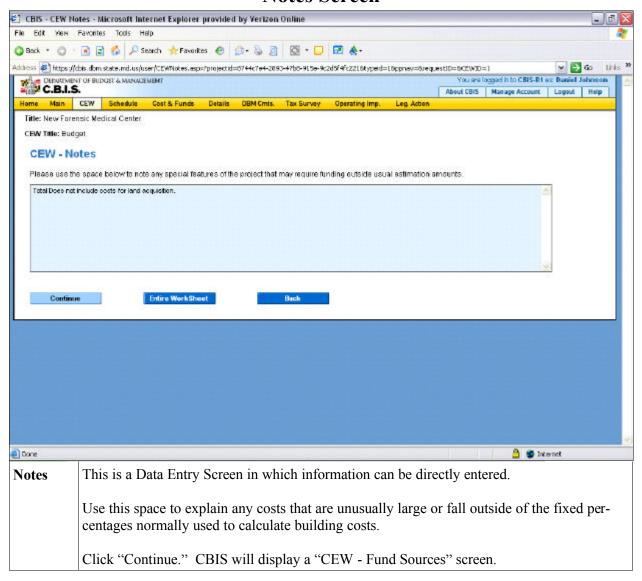
Item 20 Acquisition	If applicable, enter the total cost of any acquisitions, including land and property.
Item 21 Not Shown	This is a calculated field for Total Project Costs. While it does not appear on the CBIS screen; it will appear on the CEW Report. No entry is required.
	Click "Continue." CBIS will display Items 22, 23, 24, 25, 26, and 27.

Cost Estimate Worksheet Total Screen



This is a Data Entry Screen in which costs can be directly entered.	
Item 22 Total Construction and Related Costs	This field is populated by CBIS based on information previously entered.
Item 23 Prior Construction Funds	Enter the total of all prior construction funds authorized for this project.
Item 24 New Construction Funds Required	This field is populated by CBIS based on information previously entered.
Item 25 Total Design Fees and Related Costs	This field is populated by CBIS based on information previously entered.
Item 26 Prior Design Funds	Enter the total of all prior design funds authorized for this project.
Item 27 New Design Funds Required	This field is populated by CBIS based on information previously entered. Click "Continue." CBIS will display a page for any notes that might explain items not accounted for on the previous pages.

Cost Estimate Worksheet Notes Screen



Cost Estimate Worksheet Fund Sources Screen

